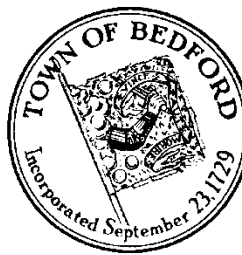


TOWN OF BEDFORD
BEDFORD, MASSACHUSETTS 01730



VICTOR GAROFALO
FINANCE DIRECTOR / TREASURER & COLLECTOR

Town Hall
10 Mudge Way
Bedford, MA 01730-2144
Phone 781-275-2218
vgarofalo@bedfordma.gov

To: All Town and School Employees

From: Victor Garofalo, Finance Director, Treasurer/Collector

Re: Employee Self Service Portal

Starting with this payroll, we will now be rolling out the Employee Self Service (ESS) portal. Employees can log into the portal from any computer with internet access. The portal will provide access to your pay stub, vacation accruals, address information and W-2 information. **Beginning with the July 23 pay checks, those employees with direct deposit will no longer receive a paper pay stub.**

Home

The “Home” tab is where you can find important announcements and messages.

Documents

The “Documents” tab is where you can view your paystubs and when issued, you will be able to view your W-2 annually. Again, starting with the July 23 paycheck you will no longer receive a paper copy of your stub. The portal will only contain paystubs starting with June 4th and forward. Should you need a history prior to June 11th, please contact payroll.

Personal

The “Personal” tab is where you can access your profile to make changes to your name, address, and emergency contact information. You can also contact Human Resources from this tab. When selecting “Contact HR”, a message will be sent to your designated HR/Benefits contact (Paula Rochefort for Schools, Sarah Buhler for Town). The dependents and direct deposit tab is not currently being used.

Pay

Under the “Pay/Vacation Request” tab, Town Employees can access their vacation balances (not available to School Employees) and in the near future this is where time off requests will be made, thus eliminating the current paper form system. There is also a W-4 forecasting calculator to help you determine the impacts of your chosen deduction amount.

Career

This tab is not currently being used.

Open Enrollment

This tab is not currently being used, but will be utilized beginning with next year’s open enrollment process for benefit changes.

Change E-mail

You are only allowed one email address per employee id, which is registered to your account. If your email address changes in the future, you will need to request your login to be reset by emailing vgarofalo@bedfordma.gov.

Should you have any questions about the “Employee Self-Service Portal”, please do not hesitate to contact me at vgarofalo@bedfordma.gov or 781-275-2218 x310.